

## Glider In A Box 11Jan02

I can see the flood of calls coming again already... regarding "Glider in the Box" so let me clarify for everyone what this is!

Two years ago when Valkyrie Cadet Squadron started putting together a true PROGRAM for Glider O'flights for the cadets in our squadron we developed a "system" for tracking the paperwork and records and all the related materials to do our glider ground school classes and orientation flights in a plastic tote (file box) which we hauled to the glider port and it affectionately became known as our "Glider in the Box" program. It is not really something that I can send to anyone, but we are happy to share the concept of our program with any unit who is interested. So when you call... we are not going to send you a ready made program to open and use... as some have eagerly anticipated and expected. It is just a guideline.

You can make your own "Glider in the Box" program very easily. There should be a file folder for each cadet with their name and CAPID # on the tab. Inside each folder we staple a Weight & Balance sheet which is updated annually and on the other side we staple the "Emergency Information Sheet" with emergency medical and contact info, also updated annually each spring. Then inside each folder is the cadet's glider log book (they purchase for \$5.00) to record their flights, their flight syllabus, and this year we will include the new O'flight /glider tracking sheet to log their flights.

In seperate folders to the front we keep a stack of all the forms required to submit to Wing and National HQ to document the flights and to get our reimbursement for the tows. I have one file for each form labeled CAPF-99 or CAPF-7 etc. so they are taken out and completed each time we go up for glider flights. If you are not sure what forms you need to download and make copies of ... you can find them all listed in the new Cadet Orientation Flight guide that National sent to each squadron in the Dec mailing. I'm sure it's on the web site also.

Then, in the back of the box we keep on hand 10 copies of the Basic Soaring Handbook (Soaring Assoc. of America) and a couple of basic glider videos which we have use for our classes. (These material where all donated or obtained with AE grant money) The cadets can check out the handbooks and videos for home use if they'd like. Also, we encourage them to review the handbooks prior to their flights and have questions ready for the pilot. Learn, Learn, Learn!

Last year we requested a grant for \$250.00 for tows (at \$25.00 it covers 10 tows) we use it as a pool of money and when we go up for glider O'rides we pay for the tows with a squadron check and then submit the request to wing to be reimbursed and the funds go back into the pool for the next round of glider flights. This way a cadet never has to worry about bringing money to do glider O'rides if the tows must be paid for in advance (where we fly we pay for tows in advance). I keep a file with the reimbursement request forms in the box with my other forms and then we can do ALL the paperwork at the same time. We come back and fax it in that same day and keep copies in the box for our records.

The way we do our program a typical glider O'flight day consists of 4 cadets and two seniors (adults) leaving our location at 7am, arrive at 8am. We greet our instructor, assemble the glider (takes about an hour) we start the first flight at about 9am, each cadet takes a flight, the other three assist on the field moving the glider off and on the runway. If the seniors wish to go up they are after the cadets (they pay for their own tows!) When we finish all the flights for the day, one of the senior members completes the paperwork and takes care of settling the bill for the tows while the rest disassembles the glider and puts it away in the trailer. The pilot then reviews the paperwork and signs off on all the logs and

forms. We usually are back on the road to the museum by 2 or 3pm.

Now everyone in the wing has the "Glider in the Box" program concept. It is not really something that I can "send" to anyone. If you need specific forms or have questions I will be happy to help. It takes a little time to set up your box, but it makes things so much easier to track and we really found that it worked well to have it with us to do all the required paperwork right there at the time of the glider flights. The cadets get to fly and have FUN and we stay sane!

I can be reached at (720) 840-6714 if you need further information or you can email me directly at [ccwalsh@aol.com](mailto:ccwalsh@aol.com)

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